

North Carolina Financial System

Month End Certification Checklist

NCFS Month End Certification Checklist

Activity	Certification Steps	Completed?	Further Information on Page:
<u>Journals</u>	Journals completed, and unneeded journals deleted		<u>3</u>
<u>Transfers</u>	IC transfers completed, approved, posted		<u>4</u>
<u>Budget</u>	Review NCFS & IBIS Reports		<u>5</u>
Reports	Review NCFS Reports		<u>6</u>
Suspense Accounts	Ensure suspense accounts have zero balance		<u>10</u>
General Fund	Ensure all ending cash balances are the same		<u>12</u>
<u>CI Funds</u>	Ensure all ending cash balances are the same		<u>14</u>
Federal, Special & Trust Funds	Ensure all ending cash balances are the same		<u>15</u>
Core Banking	Review CB\$ and record monthly interest journal in NCFS		<u>16</u>
Online Certification Form	Submit Online Certification Form		<u>17</u>



Journals

Completed?

All unfinished Journal transactions for the month are completed, approved, and posted.

- Review:
 - **Requiring Attention** tab
 - *Incomplete* tab
 - *Import Errors* tab







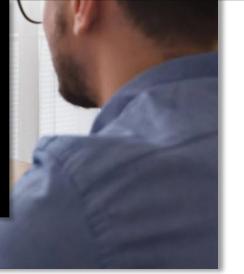


Journals

• From the <u>Manage Journals</u> screen ensure there are no unposted journals for the period to be closed

Please note:

Journals should be posted, deleted, or Accounting
Period updated to the next month before submitting certification form.





Transfers Completed?

All unfinished IC transactions for the month are completed, approved, and posted.

• Review the <u>Requiring Attention</u> tab for unposted transactions in the period to be closed.



 Review the <u>New</u> tab for incomplete transactions in the period to be closed.



• From <u>Manage Intercompany Inbound Transactions</u> query for all IC batches with a <u>Transaction Status of Received</u> for the period to be closed and take appropriate action.



▲ Intercompany Transactions

Requiring Attention New Import Errors

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Transfers



Budget Reports	Completed?
Review NCFS Budget Reports, IBIS Reports & OSBM Guidance	
Ensure all allotments are accounted for & posted in NCFS	
• Ensure all appropriations are accounted for & posted in NCFS	
 Ensure all budgetary transfers are accounted for & posted in NCFS 	

Budget

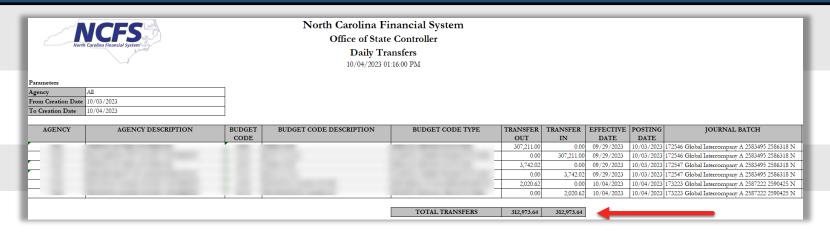
OSBM Checklists & Guidance available on OSC webpage https://www.osbm.nc.gov/budget/budget-instructions/job-aids





Review <u>Daily Transfer</u> report to ensure Transfers in and Transfers out net to Zero for the month to be closed:





Reports

Review <u>Daily Disbursements</u> (Requisitions) Report to ensure all disbursements contain a disbursing account on the cash line:



NCF. North Carolina Financial S.	S de la companya de l		Office of State Con aily Disbursements (Requ	troller isition) Report									North Carolina Financial System Office of State Controller Daily Disbursements (Requisition) Report 09/29/2023 01:57:42 PM									
	411	7			1																	
Agency Journal Status	All	1																				
Journal Creation - From Date	08/01/2023				1																	
Journal Creation - To Date	09/29/2023				V																	
Agency	Agency Description	Budget Code	Budget Code Description	Budget Code Type	Disbursement	Budget Code	Total Amount Disbursed	Effective Date	Posting Date	Journal Batch	Journal Category	Journal Batch Status	Approval Status									
					Account	Amount 59,385.75		09/26/2023	09/27/2023			Posted	Approved									



Review <u>Deposits</u> Report to ensure all deposits contain a depository account on the cash line:



North Carolina Financial	System		North Carolina F Office of Stat Deposit	e Controller Report									
Parameters Agency Journal Status	All All		09/29/2023 C	2:17:05 PM									
	08/01/2023 09/29/2023				1								
Agency	Agency Description	Budget Code	Budget Code Description	Budget Code Type	Bank Account Number	Budget Code Amount	Total Deposit Amount	Deposit Date	Posting Date	Journal Batch Name	Journal Category	Journal Status	Approval Status
1000	A DESTRUCTION OF THE PARTY AND	40000	normance ocument	OFFICE OF THE STATE OF THE STAT	**********	18,940.00	18,940.00	07/28/2023	08/02/2023	:	DEP - CASH & CHECK	Posted	Approved

Reports

Review NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPTRTR015) to ensure that the calculated and actual ending cash balances are in balance for all the funds and budget codes:

Anorth C	ICFS region Financial System			th Carolina Fina Office of State Co	ontroller					
		NC Cash R	leceipts Disbursement	•		Report (RPT-RTR-015)				
				10/05/2023 11:25:	40 AM					
rameters										
	NC CASH US									
ncy										
										_
										-
counting Period adget Code		F								•
dget Code										•
iget Code Budget Fund	Description	Amount Type	Beginning Cash	Allotments	Additions (Revenue)	Deductions (Expenditure)	Assets/Liabilities/Equity	Ending Cash Calculated	Ending Balance Actual	Difference
dget Code	Description	Amount Type PTD	Beginning Cash	Allotments	Additions (Revenue)	Deductions (Expenditure)	Assets/Liabilities/Equity 0.00	Ending Cash Calculated	Ending Balance Actual	Difference
lget Code Budget Fund										Difference
lget Code Budget Fund		PTD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Difference
get Code Budget Fund									0.00	Difference
get Code Budget Fund		PTD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Difference
get Code Budget Fund		PTD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Difference
dget Code Budget Fund		YTD	0.00	0.00 216.95	0.00	0.00 216.95	0.00	0.00	0.00	Difference





*Applicable only for the Interface Agencies & Universities



Ensure <u>NC Interface Agency Reconciliation</u> Report (RPT-RTR-171) has zero balance for all the clearing accounts listed in the calculated ending balance column for all the budget codes except the Institutional Funds. (after INT-RTR-013 has run)

Also ensure that the interface balancing account# 29000001 has a zero balance in <u>all</u> budget funds.

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Reports



*Not Applicable for Interface Agencies



For Federal Funds review NC Federal Grant 488-588 <u>Transfer Account Reconciliation</u> Report (RPTGM016) – ensure that transfers out of the Federal Budget Code (588 accounts) equals transfers into various Budget Codes (488 accounts).

North Carolina Financial System NCFS Office of State Controller NC Federal Grant 488-588 Transfer Account Reconciliation Report (RPT-GM-016) 10/09/2023 01:57:14 PM **Parameters** Agency Fiscal Year 2024 Jul-23 Fiscal Month Net Difference for 488/588 Accounts Amount 48807501 - 58807501 0.00 48807504 - 58807504 0.00 0.00 48807506 - 58807506 0.00 48807508 - 58807508 48807511 - 58807511 0.00 48807514 - 58807514 0.00 0.00 48807517 - 58807517 48807520 - 58807520 0.00

48807524 - 58807524 48807527 - 58807527

48807538 - 58807538

0.00

0.00

0.00

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Reports



Suspense

Accounts

Suspense Accounts - *Not Applicable for Interface Agencies



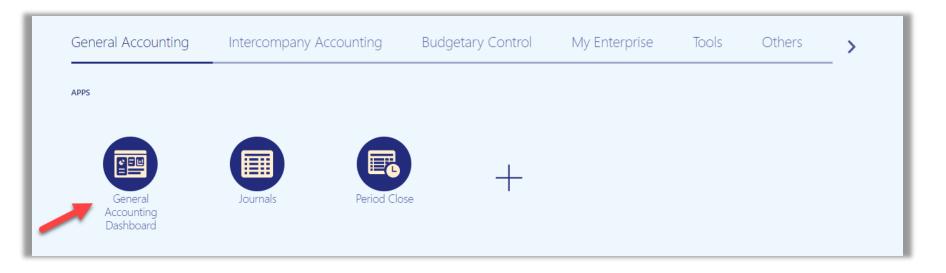
Statewide interface suspense accounts should have a zero balance:

- Payroll Interface Suspense Account 51999000 / Budget Fund 9999XX
- Health Benefit Interface Suspense 51998000 / Budget Fund 9999XX

Instructions on how to verify that suspense accounts are Zero:

*Report containing details of suspense: NC Payroll Interface Reconciliation Report (RPT-RTR-164)

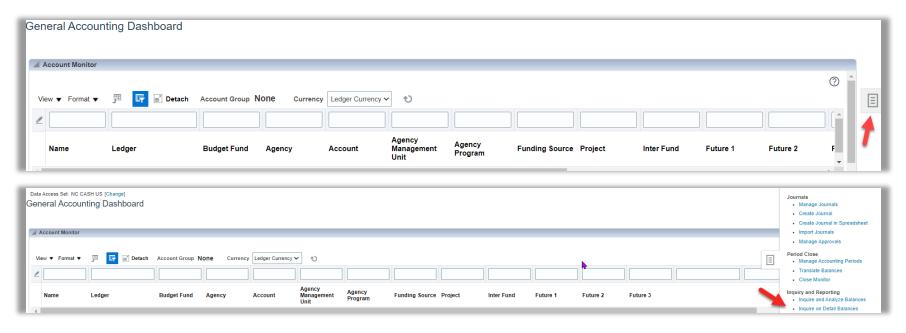
L. From General Accounting select General Accounting Dashboard:







Suspense Accounts for Agencies



3. Search for the Suspense account. The ending balance for the period should always be zero:

Datail Da	S [Change]										
nquire on Detail Ba	alances										
Search											
* Ledger or Ledger Set [NC CASH US	▼ * Agency	1400	* Project	Project	•					
From Accounting Period	Jul-23	* Budget Fund	Budget Fund ▼	* Inter Fund	Inter Fund	▼					
* To Accounting Period	Jul-23	* Account	51999000	* Future 1	Future 1	•					
* Currency	USD	* Agency Mgmt Unit	Agency Mgmt Unit ▼	* Future 2	Future 2	▼					
* Currency Type	Total	* Agency Program	Agency Program ▼	* Future 3	Future 3	-					
* Scenario	Actual	▼ * Funding Source	Funding Source								
					Searc	sh Save					•
arch Results											
earch Results	Freeze Detac	ch 🚽 Wrap									•
	Freeze Detai	ch 🎣 Wrap									•
		ch 📲 Wrap	Agency Mgmt Unit Program	Funding Sour	rce Project Inter F	Fund Future 1	Future 2	Future 3	Beginning Balance (USD)	Period Activity (USD)	Ending Balance (





General Fund budget codes – ending cash balance should be the same on all three reports:



- NC Budget to Actual (701) Certified Report (RPTBE006)
- NC Allotments to Cash Availability (702) Report (RPTBE012)
- NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPTRTR015)

Month:			
Report	Column Heading	Row Heading	Budget Code Amounts
These Must =			
NC Budget to Actual (701) Certified Report (RPTBE006)	*** Budget Code Recap *** / Actual /	Ending Balance	\$
	Year-To-Date		-
NC Allotments to Cash Availability (702) Report	Analysis of Cash / Year to Date	Ending Balance	\$
(RPTBE012)			-
NC Cash Receipts Disbursements and Balance by Budget	Ending Balance Actual	Budget code / YTD	\$
Fund (704) Report (RPTRTR015)			-
	Difference:	\$ -	

	NCFS Burt Carriers Francis Systems	NC B	O	ffice of State		tem (RPT-BE-006	o)			
				10/05/2025 1	1.02.20 AM					
arameters	Agency	Budget Code	Period	1						
	Agency	All	Aug-23	-						
				J						
		***	Budget Code Reca	m ***						
		Budgeted	Duager Code Reca		ctual	Unexpended	/Unrealized	Encun	nbrances	
Account	Description	Certified	Authorized	Current-Month	Year-To-Date	Certified	Authorized	Obligations	Unpaid Invoices + Inventory Receipts	Rate
	Expenditures	0.00	0.00	0.00	38,009,291.31	(38,009,291.31)	(38,009,291.31)	385,721,224.57	0.00	(
	Revenues	0.00	0.00	0.00	35,339,590.19	(35,339,590.19)	(35,339,590.19)	0.00	0.00	(
	Appropriations	0.00	0.00	0.00	2,669,701.12	(2,669,701.12)	(2,669,701.12)	385,721,224.57	0.00	(
ash Analysis										
	Beginning Balance				0.00					
	+ Allotments				48,884,869.00					
	+ Cash Receipts				35,339,590.19					
	- Cash Disbussements				38,009,291.31					
	+ Assets				0.00					
	+ Liability				0.00					
	+ Equity				0.00					
					46,215,167.88					
	= Ending Balance									
dditional Ass										





North Carolin	CIFS Pinancial System		Office	olina Financ of State Con	troller		
		NC Allotme	ents to Cash A	vailability (70	2) Report (RPT	-BE-012)	
			10/	05/2023 11:15:25	AM		
Parameters							
Agency							
Budget Code	+						
Budget Fund	†						
Period	I.						
Budget Code	_						
Zunger Goue							
Titles	Budget	Unallotted	Allotted	Current Month	Quarter To Date	Year To Date	Unexpended
Expenditures	0.00	(92,326,109.00)	92,326,109.00	0.00	38,009,291.31	38,009,291.31	(38,009,291.31)
Revenues	0.00	(43,441,240.00)	43,441,240.00	0.00	35,339,590.19	35,339,590.19	(35,339,590.19
Excess of Expenditure - Over (Under) Revenues	0.00	(48,884,869.00)	48,884,869.00	0.00	2,669,701.12	2,669,701.12	(2,669,701.12)
Analysis of Cash				Current Month	Quarter To Date	Year To Date	
	Beginning Balance			46,215,167.88	0.00	0.00	
Add:							
	(+) Allotments/Revisions			0.00	48,884,869.00	48,884,869.00	
Less:							
	(-) Reversions			0.00	0.00	0.00	
	(-) Excess per BD701			0.00	2,669,701.12	2,669,701.12	
Changes In							
Assets/Liability/Owners Equity							
Direct from Cash Accounts:							
				0.00	0.00	0.00	0.00
	Net Assets/Liabilities/Equity			0.00	0.00	0.00	0.00
	Ending Balance			46,215,167.88	46,215,167.88	46,215,167.88	
	Unexpended Appropriations						
							(2,669,701.12)

92,326,109.00

43,441,240.00

48,884,869.00

Quarter To Date

NCFS

0.00

38,009,291.31

35,339,590.19

2,669,701.12

0.00

Year To Date

38,009,291.31

35,339,590.19

2,669,701.12

0.00

Unexpended YTD

54,316,817.69

8,101,649.81

46,215,167.88

North Carolina Financial System

General Fund

YTD Allotment Information

Assets/Liabilities/Equity

Expenditures Receipts

Net Allotment

Acords Co	rolina Financial System	NC Cash I	Receipts Disbursemen		Budget Fund (704) R	eport (RPT-RTR-015)				
Parameters Ledger Agency Accounting Period Budget Code	NC CASH US			10/05/2023 11:25:	40 AM					
Budget Fund	Description	Amount Type	Beginning Cash	Allotments	Additions (Revenue)	Deductions (Expenditure)	Assets/Liabilities/Equity	Ending Cash Calculated	Ending Balance Actual	Difference
		PTD	0.00	0.00	0.00	0.00			0.00	0.00
		YTD	0.00	216.95	0.00	216.95	0.00	0.00	0.00	0.00
		PTD	35,140,966.50	0.00	0.00	0.00	0.00	35,140,966.50	35,140,966.50	0.00
		YTD	0.00	33,550,911.27	359,354.44	(1,230,700.79)	0.00	35,140,966.50	35,140,966.50	0.00
		PTD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		YTD	0.00	499,715.05	181,888.57	681,603.62	0.00	0.00	0.00	0.00
		PTD	2,114,246.67	0.00	0.00	0.00	0.00	2,114,246.67	2,114,246.67	0.00
		YTD	0.00	0.00	19,479,539.96	17,365,293.29	0.00	2,114,246.67	2,114,246.67	0.00
		PTD	0.00	0.00	0.00	0.00			0.00	
		YTD	0.00	909,128.84	423,323.70	1,332,452.54	0.00	0.00	0.00	0.00
		PTD	46,215,167.88	0.00	0.00	0.00	0.00	46,215,167.88	46,215,167.88	
		VTD	0.00	48 884 869,00	35 339 590.19	38 009 291.31	0.00	46 215 167.88	46 215 167.88	0.00

CI Funds budget codes – ensure ending cash balance is the same on the two below reports:



- NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPTRTR015)
- NC Capital Improvements (725) Report (RPTRTR137)

Month:			
Report	Column Heading	Row Heading	Budget Code Amounts
These Must=			
NC Cash Receipts Disbursements and Balance by Budget	Ending Balance Actual	Budget code / YTD	\$
Fund (704) Report (RPTRTR015)			-
NC Capital Improvements (725) Report (RPTRTR137)	Allotment Balance	Excess of Expenditures	\$
		OverRevenues	-
	Difference:	\$	-

NCFS North Carolina Financial System Office of State Controller NC Cash Receipts Disbursements and Balance by Budget 10/05/2023 11:25:40 AM Ledger Agency Aug-23 Amount Type | Beginning Cash | Allo tments Additions (Revenue) Deductions (Expenditure) Assets/Liabilities/Equity Ending Cash Calculated Ending Balance Actual Difference Description 2,397.02 2,397.02 2,397.0 2,397.02 2,397.02

North Carolina Financial System Office of State Controller NC Capital Improvements (725) Report (RPT-RTR-137) 10/05/2023 01:28:59 PM									
Mode	Agency	Budget Code	Budget Fund	Period]				
Budget Code Summary		All	All	Aug-23	1				
Account	Account Description	Total Budget	Unallotted	Total Allotments	Current	Year to Date	Life to Date	Allotmer	t Balance
	Total Expenditures	679,564.20	0.00	679,564.20	0.00	0.00	677,167.18		2,397.02
	Total Revenues	123,564.20	0.00	123,564.20	0.00	0.00	123,564.20		0.00
	Excess of Expenditures Over Revenues	556,000.00	0.00	556,000.00	0.00	0.00	553,602.98		2,397.02

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CI Funds





North Carolina Financial System

Office of State Controller

NC Budget to Actual (701) Certified Report (RPT-BE-006)

NC Budget to Actual (701) Certified Report (RPTBE006)

(131,947.8)

(131,947.88

1,492,812.5

87,228.00

1.305.37

1,305,377

153,000,812.4

150,089,112.79

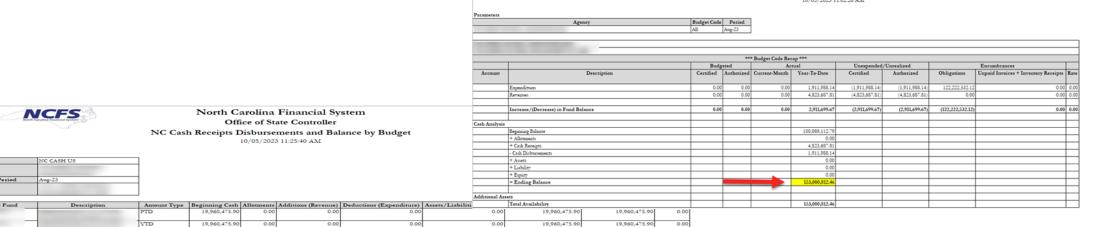
YTD

YTD

NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPTRTR015)

Month:			
Report	Column Heading	Row Heading	Budget Code Amounts
These Must=			
NC Budget to Actual (701) Certified Report	*** Budget Code Recap *** / Actual / Year-	Ending Balance	\$
(RPTBE006)	To-Date		
NC Cash Receipts Disbursements and Balance by	Ending Balance Actual	Budget code / YTD	\$
Budget Fund (704) Report (RPTRTR015)			
	Difference:	\$	-

Federal, Special & **Trust Funds**



(131,947.8

(131.947.8

1,492,812.5

13,228.0

1.305.377

1,305,377

(131,947.88

(131,947.88

1.305.377

1 305 37

153,000,812,46

NCFS



Review Core Banking & Record Monthly Interest, as applicable:



Amount

\$596.87 Cr

- Review CB\$ Account Activity for Interest Earned
- Record NCFS Deposit Journal each month

CB\$ Account Activity:

Select Account 0019420 - ST.TREASGENERAL D Balance : \$0.00 Search By Previous Month Reference Number Amount From	Account Activi	ty	
Search By Previous Month Reference Number Amount From	Select Account	0019420 - ST.TREASGE	NERAL D ∨
Reference Number Amount From		Balance: \$0.00	
Reference Number Amount From	Search By		
Amount From	Previous Month	~	
	Reference Number		
	Amount From		
		Date	Description
		07-31-2023	INTEREST EARNED

CB\$ Interest

NCFS Deposit Journal:

Category	DEP – INTEREST ALLOCATION	
R3 Budget Fund	xxxxxx (Agency Assigned)	
Credit	xxxxxxxx R3 Detailed Revenue Account	
Debit	11120000 Consolidated Cash Account	
Deposit Type	DEP – INTEREST ALLOCATION	
Depository Account	00000000066	
Date	1st day of the month (recording interest earned in the previous month)	

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Balance

\$195,953.09

Complete and Submit Monthly Certification Form:



Once all checklist items are complete, submit online form to OSC

https://www.osc.nc.gov/state-agency-resources/north-carolina-accounting-system-ncas/month-end-certification

Certification Form







